



DEPARTMENT OF THE NAVY
NAVAL WEAPONS SUPPORT CENTER
CRANE, INDIANA 47522-5000

IN REPLY REFER TO:

NAVWPNSUPPCENINST 12630.2E
064E

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NAVWPNSUPPCEN INSTRUCTION 12630.2E

From: Commanding Officer

Subj: ABSENCE AND LEAVE

Ref: (a) FPM 630
(b) CPI 630
(c) NAVWPNSUPPCENINST 7410.14B, Timekeeping, Payroll and Labor Distribution
(d) Negotiated Agreement between Naval Weapons Support Center, Crane and Local 1415 of American Federation of Government Employees, AFL-CIO
(e) NAVWPNSUPPCENINST 11210.1L, Center Operations During Inclement Weather
(f) NAVWPNSUPPCENINST 12300, Policy & Procedures for Placing Disabled Employees/Former Employees on Office of Worker's Compensation Program (OWCP)

Encl: (1) Leave Manual for Supervisors

1. Purpose

a. To establish policy, assign responsibility, and delegate authority for administration of the leave regulations set forth in references (a) through (f).

b. To provide a leave manual, enclosure (1), for supervisors.

2. Cancellation. NAVWPNSUPPCENINST 12630.2D, Subj: Absence and Leave. Due to the major changes in this instruction, the revisions and additions have not been annotated.

3. Policy

a. Authority To Approve, Deny Or Cancel Leave

(1) Normally, authority to approve leave requests is delegated to the lowest supervisory level having personal knowledge of the work requirements and the employee's leave record. Denial of a leave request or cancellation of approved leave is normally based on the necessity for the employee's services. Leave should not be denied or canceled for arbitrary or capricious reasons. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure.

(2) Authority to approve or deny requests for advance leave is delegated to the Department Directors. The Commanding Officer will act on requests from the Command Staff.

b. Recording Leave

(1) Attendance and leave of each employee is recorded weekly on a certification card. An employee who used leave during the week must submit an SF 71 supporting the leave or initial the certification card to verify the leave charge is correct. When signed by the proper approving authority, this card becomes the official record for payment of the employee's salary.

(2) A properly signed certification card recording an absence in an approved leave category denotes supervisory approval of the absence. When leave has been requested, approved and used by an employee, retroactive substitution of one category of leave for another category may be made only under conditions of law or regulation that permit a change in statutory rights (e.g., an employee on approved annual leave becomes ill and upon return to duty requests substitution of sick leave for the annual leave). An exception to this is the situation where it is subsequently established that the employee submitted fraudulent documentation or misrepresented either the time taken or the reason for the absence.

c. Absence Without Leave

(1) An absence from duty which is not authorized or approved (including leave that is not approved until required documentation is submitted), or for which a leave request has been denied, may be recorded as AWOL.

(2) Recording an absence as AWOL is not a disciplinary action. It does not necessarily mean that the employee has insufficient reason for requesting leave but that the employee's presence is required and the reason for requesting leave is one for which approval is not mandatory. However, AWOL can become the basis for initiating adverse action.

d. Buy Back Of leave. Employees who return to work from injuries or illnesses accepted by the Office of Worker's Compensation (OWCP) as job-related have the option of buying back the leave they used for medical appointments or recuperation from the accepted medical condition. However, OWCP's reimbursement for the leave will be either 25% or 33% less than the total amount required to buy back the leave, depending upon the

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employee's entitlement under OWCP's regulations. Employees may not buy back leave unless they make up the difference. Partial payments will not be accepted.

4. Responsibility

a. The Civilian Personnel Department will:

(1) Interpret leave regulations.

(2) Issue Center leave administration policy and procedures in accordance with Office of Personnel Management and Navy regulations

(3) Advise and counsel employees and supervisors on leave regulations and administration.

b. Comptroller Department will:

(1) Maintain official records of attendance and leave in accordance with the NAVCOMPT Manual.

(2) Ensure that all absences are properly documented as required.

(3) Provide leave information to supervisors and other management officials on a "need to know" basis assuring the confidentiality of such records in accordance with Office of Personnel Management regulations.

c. Medical Department will:

(1) Provide fitness for duty recommendations to management in accordance with Office of Personnel Management and Navy regulations.

(2) Provide medical opinions on employee's general health condition and exposure to contagion.

d. Supervisors will:

(1) Apply leave regulations uniformly to all employees. Approval or disapproval of leave requested shall be promptly conveyed to the requesting employee. A copy of an approved/disapproved written leave request will be provided to the employee upon request.

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(2) Prior to approving a leave request, ensure the employee has sufficient accrued leave for the category of leave requested or ensure the leave request reflects the amount of leave without pay (LWOP) to be used.

(3) Allow employees to return to work from sick leave only after the supervisor determines that they are fully recovered and able to perform their assigned duties without detriment to their health or the health of others. In questionable cases, day shift supervisors may refer employees to the Medical Department for evaluation.

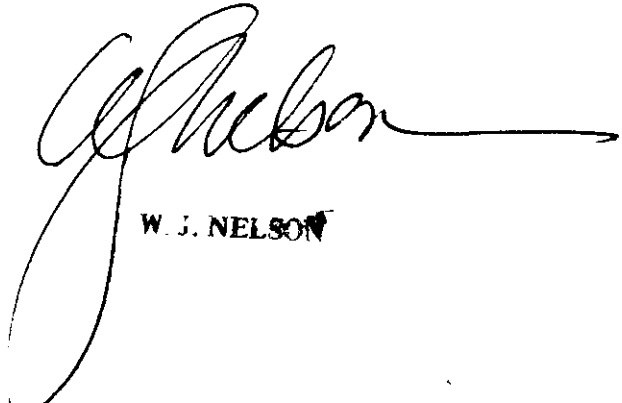
(4) Ensure that any supporting documentation required for approval of leave in the category requested is submitted prior to approving the request.

(5) Indicate number of hours and type of leave for each day on the weekly certification card and ensure that proper charge numbers and hours are cited on the Labor Distribution Data Card in accordance with reference (c).

(6) Ensure that employees are at their assigned posts during their regular hours of work or placed on leave as appropriate.

(7) Request assistance from Code 064, Employee Relations and Services Division, when circumstances warrant.

Distribution:
List A1, A3, A4, A5, E1
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W. J. NELSON

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RECORD OF CHANGES

| <u>Change No.</u> | <u>Date of Change</u> | <u>Date Entered</u> | <u>Entered By</u> |
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| Ch-1 | 14 Sep 89 | 21 Sep 89 | P. W. W. W. |
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LEAVE MANUAL FOR SUPERVISORS
CHAPTER I
ANNUAL LEAVE

1. General. The purpose of annual leave is twofold: to allow every employee an annual vacation period of extended leave for rest and recreation and to provide periods of time off for emergencies and personal business, which can be attended to only during the time the employee would ordinarily be working.

2. Granting Annual Leave. Annual leave is the right of an employee in that its accrual cannot be denied. It is the prerogative of management to make the final decision on when and the extent to which annual leave is to be granted. Therefore, the use of annual leave is subject to prior approval by the employee's supervisor.

a. Requesting Leave In Advance. Employees are responsible for cooperating with management in scheduling vacation periods and occasional days off when their services can best be spared. Employees shall request leave in advance whenever possible. This is normally done by submitting an Application For Leave (SF 71) to the immediate supervisor.

(1) The supervisor is not obligated to approve a request for annual leave except in those situations described below in paragraph 3.

(2) When an employee has followed proper procedures to request leave, has sufficient annual leave to cover the absence, and can be spared from work, annual leave will be freely granted for vacations and personal business.

(3) When conditions at work require maximum attendance, employees shall be requested to forego vacations and the occasional day off until such time as the employees' services may be spared without detriment to the organization.

(4) When a request for annual leave cannot be approved as initially requested or when scheduled leave must be cancelled, the employees and management are responsible for rescheduling it at a time mutually agreeable to both parties.

b. Obtaining Leave In Unforeseen Circumstances. When it is impossible to obtain approval of leave in advance due to unforeseen circumstances, employees may request leave the same day it is needed. Requests for unscheduled annual leave should be infrequent and limited to cases of bona fide need.

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(1) To request unscheduled annual leave, the employee should contact his or her supervisor (or designee) by telephone or written message as soon as possible on the first day of the absence and provide the reason for the absence. In extenuating circumstances, it may be necessary for someone other than the employee to report the absence.

(2) The decision to grant or deny use of leave not scheduled in advance rests solely with the supervisor. The employee must not assume that merely reporting an absence will result in approval of leave; there is no automatic entitlement to leave on the sole basis that unforeseen circumstances, in the employee's opinion, require an absence from duty.

(3) Failure to contact supervision to obtain approval for an unscheduled absence normally results in denial of leave and the period of absence being charged to absence without leave (AWOL). Retroactive approval may be given only when circumstances warrant; i.e., genuine emergency situations such as serious accidents or illness or death in the immediate family. The normal types of unforeseen circumstances such as minor accidents requiring repair of autos or property, ordinary illness of immediate family members, or unexpected lack of transportation do not justify failure to promptly contact supervision to request leave.

c. Denial of annual leave use will be based on factors that are reasonable, equitable, and do not discriminate against any employee or groups of employees.

3. Mandatory Approval Of Annual Leave. Regulations require that annual leave be granted in the following situations when the employee has requested the use of annual leave, has sufficient annual leave to cover the request, has followed proper leave procedures, and has provided acceptable documentation supporting the request:

a. Disabled veterans who elect to use annual leave for treatment, examination, or other absences from duty in connection with their service-related disabilities when the leave is requested in advance and supported by an official statement from a medical authority that the treatment is required.

b. Members of Reserve components or the National Guard who request annual leave for absences from work for active duty, active duty for training, and inactive duty (e.g., weekend drills) when they are not entitled to use, do not request, or have exhausted military leave. (Further guidance is provided in Chapter V of this manual.)

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4. Requiring Annual Leave To Be Taken

a. General. When an employee's services are not needed for short periods of time, or when it is otherwise desirable, management may direct the use of annual leave to the extent that such credits are available for use, except that an employee may not be placed on annual leave without consent during any period of notice of adverse action for cause. Following are examples (not all inclusive), of situations in which an employee may be required to use annual leave:

- (1) Equipment breakdown, power failure, etc.
- (2) Lack of material.
- (3) Storms, floods and other natural phenomenon.
- (4) Temporary reduction of work load.
- (5) Temporary periods when plant operation is not economical.

b. Advance Notice Requirement

(1) In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave in all cases where 24 hours advance notice can be given.

(2) When situations develop too late to give 24 hours notice, employees who cannot be assigned to other work will be required to use annual leave only if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. Such involuntary use of leave may not exceed five days in any leave year.

(3) When neither of the advance notice requirements mentioned in (1) or (2) can be met, employees who cannot be assigned to other work will be administratively excused.

(4) The foregoing applies only to conditions that cannot reasonably be foreseen (e.g., power or equipment failure, weather conditions, etc.).

c. Requiring Absence When No Annual Leave Is Available (Permanent Employees). When the use of annual leave is directed and the employee has no annual leave available, or so desires, leave without pay will be granted if requested. If the employee has no leave and does not request LWOP, the employee will be furloughed and the following will be applicable:

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(1) Except as provided in (2) below, a 30-day notice period must be observed in furloughing employees. Furloughs exceeding 30 days are subject to reduction-in-force regulations.

(2) Advance notice is not required when furlough is necessary because of unforeseeable circumstances such as sudden breakdowns of equipment, acts of God, or emergencies requiring immediate curtailment of activities. Lack of funds is not an "unforeseeable circumstance" in this context.

Note: When temporary employees are directed to use annual leave and such leave is not available, they will be placed in LWOP status. An advance notice period is not required before placing a temporary employee in LWOP status.

5. Maximum Accumulation And Restoration Of Forfeited Leave

a. The majority of Federal employees may accumulate up to a maximum of thirty days (240 hours) of annual leave for use in succeeding leave years. Leave in excess of this amount is forfeited during the first full biweekly pay period in the new leave year.

b. Public Law 93-181 provides for the temporary restoration of forfeited annual leave for a period of two years when all of the following conditions are met:

(1) The leave was scheduled (and, when necessary, rescheduled) in writing prior to 1 November.

(2) The leave was cancelled by management because of exigencies of public business as determined by the Commanding Officer or was not used by the employee because of illness.

(3) The leave could not be used at any time during the remainder of the leave year for one of the reasons cited in (2) above.

NOTE: When scheduled "use or lose" annual leave is cancelled and cannot be rescheduled to avoid forfeiture, the supervisor is required to document the specific reason and inform the employee immediately by memo.

c. Requests for restoration of forfeited annual leave should be addressed to the Commanding Officer via the chain of command and Code 06. Requests should be submitted within the first pay period of the new leave year. Each request must contain documents supporting the scheduling of leave prior to 1 November, the justification for its subsequent cancellation

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due to an exigency of public business or illness and the reason the leave could not be rescheduled and used at a later date.

6. Advance Of Annual Leave. Annual leave may be advanced, when warranted, at any time during the leave year. Annual leave cannot be advanced for absences otherwise chargeable to sick leave. Under no circumstances will the amount of the advance exceed that which the employee will accrue during the remainder of the leave year. In the case of an employee serving under a temporary appointment or a probationary or trial period, the advance shall not exceed the amount of leave for which there is a reasonable assurance the employee will subsequently earn. Also, if it is known or there is a reasonable expectation that an employee will retire or otherwise separate during the year, the advance shall not exceed the amount that will accrue prior to the anticipated date of separation.

a. Factors To Consider. In addition to giving careful consideration to the merits of the case, there must be a reasonable assurance that the employee will continue to work long enough to repay the advance. Other factors include length of service, the employee's efforts to conserve leave and, based on past pattern of leave use, whether the employee is likely to have future need for annual leave that is to be advanced.

b. Procedures. The Commanding Officer will act on requests from Command Staff; all others will be acted upon by the requestor's Department Director.

(1) To request advance leave, the employee should submit a memorandum via the chain of command to the Department Director or Commanding Officer, as appropriate. The request should state the amount of advance requested, the reason for the advance and the dates it will be used, and any other information the employee wishes to provide.

(2) The immediate supervisor will endorse the request by recommending approval or disapproval, provide the rationale for the recommendation and attach the supporting documentation, if any.

(3) The deciding official will notify Comptroller (Code 02) and the employee by memo when the request is approved. When the request is denied, the deciding official will notify the employee by memo, stating the reason for disapproval.

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LEAVE MANUAL FOR SUPERVISORS
CHAPTER II
SICK LEAVE

1. General. Employees accrue sick leave at the rate of four hours per biweekly pay period. There is no limitation on the amount of sick leave that can be accumulated. Sick leave may be granted when an employee:

a. Receives medical, dental, or optical examination or treatment.

b. Is incapacitated for the performance of duties by illness, injury, or pregnancy and confinement.

c. Is required to give care and attendance to an immediate family member who has contracted a contagious disease. (Refer to paragraph 2e below.)

d. Would jeopardize the health of others by his/her presence on duty because of exposure to a contagious disease.

2. Granting Sick Leave. The following procedures apply when an employee requests sick leave:

a. Non-emergency Medical, Dental, Or Optical Appointments. The employee shall request leave for nonemergency health-care appointments in advance by submitting to the immediate supervisor an Application For Leave (SF 71) that states the doctor's name, address, date, hour, and general reason for the appointment. (This procedure must also be followed by employees who use the Military Dispensary for their health-care needs.) Such absences are limited to four hours unless factors of unusual travel or abnormal recuperation problems occur; then, up to one day of sick leave may be granted.

b. Unscheduled Absence Due To Illness Or Injury. The employee shall, as soon as possible on the first day of absence, notify the immediate supervisor or designee of the reason for the absence, the type of leave requested and the date the employee expects to return to work. This notification may be made by telephone or message sent by a fellow employee. If the absence extends beyond the time indicated, the employee should again notify the supervisor and request additional leave.

(1) Illness After Reporting To Work. An employee who becomes ill during work hours may request sick leave for the remainder of the day by submitting an SF 71 to the immediate supervisor. In most situations, the supervisor will approve

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or disapprove the leave request based on his or her evaluation of whether the employee is incapacitated for duty. However, if the supervisor has any questions concerning the employee's illness or feels immediate medical attention may be required, the employee shall be referred to the Medical Department. (The Medical Department is open from 0630 to 1700 for consultation with supervisors or referral of employees for medical evaluation.) Refer to paragraph 6 below for procedures to follow for job-related illnesses or injuries.

(2) Periods Of Absence In Excess Of Three Work Days. Such absences shall normally be supported by a physician's statement certifying incapacitation for duty. (SF 71 may be used for this purpose.) This statement must be submitted to the supervisor no later than fifteen days after the employee returns to work. The statement must show the dates under the physician's care, provide enough information to show the employee was unable to work, the date the employee is released for full or light duty, and must be signed. It is not enough for the physician to state "was in my office" or "I saw Mr. Federal Employee on 31 May." When the statement is not submitted at the time the employee returns to duty, the supervisor may deny the request for sick leave and record the absence as AWOL until an acceptable statement is provided.

(3) Return To Work From Short-Term Absences Due To Routine Illness. It is the supervisor's responsibility to ensure that employees returning from an absence on sick leave are able to perform their assigned duties without detriment to their health or the health of others. If there is reason to believe that a returning employee is temporarily unable to perform the full range of duties, the supervisor may refer the employee to the Medical Department for evaluation. If Medical places temporary restrictions on the employee, the procedures in reference (f) must be used to place the employee in a light duty position. If there is no appropriate light duty position available within the department, the employee should be sent home on sick leave until Medical lifts the temporary restrictions.

c. Long-Term Absences Due To Illness Or Injury. To request leave for a long-term absence due to illness or injury, the employee should provide the supervisor with detailed medical documentation supporting the request.

(1) Normally, it is sufficient for the physician's certificate to state the diagnosis, prognosis for full or partial recovery, and expected date of return to work. In those cases in which the physician anticipates only partial recovery, the medical statement must also address any expected restrictions to

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the employees's physical activities. This medical documentation should be submitted as soon as the physician feels it is reasonable to provide such an evaluation.

(2) The employee shall be allowed to return to work from a long-term absence only after reporting to the Medical Department and upon submission of a physician's statement certifying the employee's release for return to full duty with no restrictions or release for return to limited duty with specific information on restrictions to physical activities. In the latter case, the supervisor will allow the employee to return to work only when the appropriate type of light duty work is available, per evaluation by the Medical Department. Refer to reference (f) for further guidance.

d. Pregnancy And Childbirth. Detailed guidance on policy and procedures for requesting and granting maternity leave is provided in Chapter IV of this manual.

e. Absence Due To Contagious Disease. As stated in 5 CFR 630.201 a contagious disease is that which is ruled subject to quarantine, requires isolation of the patient, or restriction of movement by the patient for a specified period as prescribed by local health authorities. When sick leave is requested for the reason cited in paragraph 1c or 1d above, the absence must be supported by a physicians statement including diagnosis, duration of the illness and extent of restriction on the family. When sick leave is requested under paragraph 1d above, the Medical Officer will make the final decision as to whether the presence of an employee is considered a menace to the health of fellow employees. In either case, Code 064 will be contacted to verify that the contagious disease is one that is listed in the Indiana State Board of Health Regulations.

3. Mandatory Approval Of Sick Leave. Regulations require that sick leave be granted upon request in the following situations when the employee has followed proper leave procedures, has sufficient sick leave to cover the request, and has provided acceptable documentation supporting the request:

a. Disabled veterans who are required to seek treatment, examination, or who are otherwise absent from duty in connection with their service related disabilities, when prior notice of the absence is given and a statement is provided from a medical authority that treatment is required.

b. Employees who are incapacitated by illness, injury, or pregnancy.

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c. Employees who are receiving emergency medical, dental, or optical examination or treatment.

d. Employees whose presence on the job would jeopardize the health of others because of exposure to a contagious disease.

e. Employees required to take a physical examination on behalf of the Military Reserve, when prior notice of the absence is given and orders requiring the examination are presented. (Note: Registration and required physical examination under the Military Selective Service Act is an excused absence.)

f. Employees whose applications for retirement are pending approval by the Office of Personnel Management (OPM) when the employee has filed for disability retirement and cannot be retained in duty status due to illness or injury, or the employee has filed for optional or discontinued service retirement and cannot continue to work due to an illness or injury that is supported by acceptable medical documentation.

g. Handicapped employees who depend upon an aid (mechanical or otherwise) to perform work are normally considered incapacitated without the aid and sick leave will be granted for absences needed to seek repair, replacement or training for the aid.

4. Discretion In Approval Of Sick Leave

a. Normally the granting or denial of sick leave is based on the necessity for the employee's services. The supervisor may, if there is a need for the employee's services, deny leave except in those situations requiring mandatory approval (paragraph 3, above). If leave is denied and the employee does not report for duty, the absence is charged to AWOL. A charge of AWOL is not punitive nor does it mean the employee had insufficient reason for requesting leave but rather that the employee's presence is required and the reason for requesting leave is not one for which leave must be approved.

b. The approval of the use of sick leave is at the supervisor's discretion in the following circumstances:

- (1) The employee fails to follow leave procedures.
- (2) The employee fails to provide required documentation.
- (3) Abuse or fraud is suspected or evident.

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(4) The request is for nonemergency medical, dental, or optical examination or treatment.

(5) The employee does not have any sick leave accrued.

c. In the above circumstances, the supervisor may decide to approve the request for sick leave, annual leave, or leave without pay (LWOP) or charge the absence to AWOL, depending on the facts in each individual circumstance.

5. Visits To The Dispensary

a. Employees Requesting Visits To The Dispensary. If an employee is authorized to visit the dispensary during scheduled work hours for reasons other than treatment or examination for an on-the-job injury, any absence in excess of one hour will normally be charged to sick leave.

b. Employees Referred To The Dispensary by Management. If an employee is referred to the dispensary during scheduled work hours for reasons other than treatment or examination for an on-the-job injury, that time at the dispensary will be treated as official duty and will not be charged or recorded as leave. If, after receiving treatment or examination, the employee is not returned to duty, any time remaining in the employee's scheduled workday will be charged to sick leave.

6. On-the-Job Injury Or Occupational Illness

a. General. Employees who are injured in the performance of their duties or who have become ill and suspect it is job related must report to the Civilian Dispensary with OPNAV 5100/9 (Dispensary Permit) before going home. Employees at the Safety School, Bloomington, who are injured on the job will, through supervision, contact the Dispensary by telephone for further medical direction and documentation of the injury.

b. Emergency Treatment And Examination For An Employee Injured On The Job

(1) If an employee sustains an injury on the job, that time during the employee's scheduled work hours spent in obtaining emergency treatment and examination is under the control of management and as such, will be regarded as duty status and will not be charged or recorded as leave. Any scheduled overtime will be neither reduced nor extended for purposes of the treatment.

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(2) If an employee is injured during any unscheduled overtime tour of duty, the employee will be carried in a pay status for the time spent receiving emergency treatment or examination not to exceed two hours.

(3) If, after receiving treatment or examination for an on-the-job injury, the employee is not returned to duty, any time remaining in the employee's scheduled workday will be regarded as official duty time and will not be charged or recorded as leave.

7. Sick Leave Investigation. If the supervisor suspects that an employee is abusing sick leave, it is his/her responsibility to investigate the absence which may include a trip to the employee's home. This will be done on official time, with government transportation. Assistance from Employee Relations should be sought in such cases. If the employee's incapacitation for duty is questionable, appropriate action will be taken.

8. Letter Of Requirement On Leave Use. When there is reason to believe an employee may be abusing the sick leave privilege, the supervisor will counsel the employee concerning the questionable sick leave record and advise that a physician's statement may be required to support any future grants of sick leave, regardless of duration, unless there is an improvement in the employee's leave record.

a. If the employee's attendance does not improve, the supervisor will issue a letter of requirement on leave use stating that the employee must, on the first day of return to duty from all future absences on sick leave, submit a detailed physicians statement verifying incapacitation for duty. The letter may also severely restrict the use of unscheduled annual leave and prohibit approval of leave without pay.

b. Failure to comply with the letter of requirement is a basis for denying leave, charging the absence to AWOL and initiating a disciplinary action. Additionally, the letter of requirement is a written order and failure to comply may also be considered a disciplinary offense in and of itself.

c. Every six months the supervisor will review the leave record of an employee issued a letter of requirement. If the leave record has improved, the letter will be rescinded and the employee (and union of unit employee) will be notified in writing.

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9. Leave Substitution

a. Annual Leave In Lieu Of Sick Leave. Employees have the option of using annual leave for absences normally charged to sick leave when the annual leave is requested and approved prior to the absence being recorded as sick leave. However, when sick leave has been requested, approved, and used, it becomes a statutory right and retroactive substitution of annual leave is not allowed.

b. Sick Leave During Annual Leave. When an employee becomes ill or injured during annual leave, sick leave may be granted retroactively for the period of incapacitation only under the following conditions. The employee must make application for the substitution on the first day of return to work by submitting a physician's statement and an SF71 with the word "CHANGE" written in the remarks section.

c. Sick Leave During Leave Without Pay. It is the policy of the Navy Department not to grant sick leave to an employee on extended leave without pay.

10. Advance Of Sick Leave. A maximum of 30 days (240 hours) of sick leave may be advanced in exceptional or meritorious cases when the employee has exhausted all available sick leave. Department of Navy policy limits sick leave advances to instances of serious disability or ailments. Before sick leave can be advanced there must be reasonable assurance that the employee will return to duty. In the case of employees serving under a temporary appointment, advanced sick leave will not exceed the amount which it is reasonably assured will be subsequently earned.

a. Factors To Be Considered. Before advancing sick leave, the following factors should be considered: evidence of employee's efforts to conserve sick leave, length of service, expected date of return to duty, expected health of employee upon return to duty, length of time it will take to repay the advanced leave, etc. Consideration should be given to requiring the employee to use any annual leave and compensatory time which might otherwise be forfeited.

b. Procedures For Requesting Advanced Sick Leave

(1) The employee will submit a memorandum request to the supervisor, with a physician's statement showing diagnosis, prognosis and expected date of return to duty. If the employee is incapacitated and unable to prepare the memorandum, the supervisor may initiate the memorandum at the employee's verbal request and upon receipt of the physician's statement.

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(2) Supervisors will endorse the request, attach copies of the employee's leave record for the past three years, and forward the endorsement via the supervisory chain to the Department Director or Commanding Officer as appropriate. The request should be endorsed and forwarded through the supervisory chain to the appropriate official in a timely fashion.

(3) The employee will be notified in writing that the request has been approved or denied.

(4) When the request is approved, the endorsement will be forwarded to Code 02 for processing.

c. When the employee requests advanced sick leave in lieu of using annual leave and the request is approved, it should be received by Payroll no later than two weeks prior to sick leave being exhausted.

d. When circumstances warrant its termination, payment of advance sick leave will be stopped.

11. Liquidation Of Advance Sick Leave. Subsequent accrual of sick leave shall reduce the amount advanced until it is liquidated. Annual leave accrual, in addition to sick leave accrual, will be used to liquidate the indebtedness when requested by the employee. When an employee leaves the Federal Service, any indebtedness for advanced sick leave will be treated as any other indebtedness and collection will be made from final pay, except there is no authority under present regulations requiring an employee to refund the amount paid for advanced leave when the employee retires or resigns due to disability or illness related to the reason the leave was advanced. If the employee is subsequently reemployed, the leave "forgiven" is not chargeable against subsequently earned leave.

12. Restoration Of Leave Forfeited Due To Illness. Employees may have annual leave that was forfeited because of illness restored for later use in compliance with provisions of Public Law 93-181, provided that (1) the annual leave was scheduled in advance prior to 1 November, in writing, and (2) the period of absence due to the sickness occurred at such a time late in the leave year, or was of such duration, that the annual leave could not be rescheduled for use before the end of the year. (Refer to Chapter I, paragraph 5, for additional information.)

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LEAVE MANUAL FOR SUPERVISORS
CHAPTER III
LEAVE WITHOUT PAY

1. General. Leave without pay (LWOP) is a temporary absence from duty in nonpay status granted upon the employee's request. The permissive nature of LWOP distinguishes it from absence without leave (AWOL), which is an absence from duty that is not authorized or approved (including leave not approved until required documentation is submitted) or for which a leave request has been denied.

2. Granting Leave Without Pay. Authorizing LWOP is a matter of administrative discretion. An employee cannot demand LWOP as a matter of right except in those situations listed below in paragraph 4. In all other cases, requests for LWOP should not be granted until the approving official has evaluated each request using the guidance in paragraph 3 below. Generally, LWOP will be granted only if the employee has exhausted all leave in the category to which the absence would otherwise be charged.

a. Approval Authority. Employees may request LWOP by submitting a memorandum or SF 71 to the official with approval authority via the supervisory chain. The request must state the date(s) of the absence, the total hours of LWOP requested, and the reason for the absence. Also, if any documentation is required to support the request, it must be submitted before LWOP is granted. Approving officials should contact the Employee Relations Division (Code 064) if there is a question about the merits of the LWOP request or whether granting it would establish an unfavorable precedent.

(1) Short-Term LWOP (Thirty Days or Less)

(a) When the employee requesting LWOP has exhausted all leave in the category to which the absence would normally be charged, the immediate supervisor has authority to grant LWOP for a period of absence of thirty consecutive calendar days or less.

(b) When the employee has sufficient leave in the appropriate category to cover the absence, the request for use of LWOP in lieu of accrued leave must be submitted to the Department Director via the supervisory chain. ~~In no case will LWOP be granted in lieu of annual leave when the employee has a "use or lose" annual leave balance.~~ *This procedure request for LWOP on closed days*

(2) Thirty-one Days To One Year. The employee's Department Director has authority to grant LWOP for a period of

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absence not to exceed one year. The request must be submitted to the Department Director via the supervisory chain and should provide sufficient information to justify the request. To maintain consistency throughout the Center, Department Directors should consult Code 064 for guidance prior to making decisions on such requests.

(3) Extensions Of LWOP. Requests for extensions of LWOP should be evaluated even more carefully than the initial request for adherence to the standards outlined below in paragraph 3.

3. Standards For Evaluating LWOP Requests

a. Generally, LWOP will be granted only after all annual or sick leave, as appropriate, is exhausted. Long periods of LWOP (30 days or more) should be granted only if there is a reasonable expectation that the employee will return to duty in the Federal service at the end of the LWOP. In addition, LWOP should not be granted unless it results in at least one of the following benefits:

- (1) Fulfillment of family or parental responsibilities.
- (2) Increased performance capabilities.
- (3) Protection or improvement of employee's health.
- (4) Retention of a desirable employee.

b. If the LWOP request meets the conditions in the preceding paragraph, it is then examined closely to assure that the value to the government or the serious needs of the employer offset the costs and administrative inconveniences of retaining the employee in LWOP status. The following matters should be considered in reaching a decision:

- (1) The employee's efforts (or lack of effort) to conserve leave.
- (2) Loss of services vital to the organization.
- (3) Encumbrance of a position.
- (4) Obligation to provide employment at the end of the approved LWOP.
- (5) Cost to government of creditable service for retirement, leave accrual, within-grade increases, and severance pay benefits.

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(6) Cost to government of continued coverage for life and health insurance benefits.

c. The following list includes some examples of the more common cases for which approval of long-term periods of LWOP would be proper when evaluation using the above standards is favorable.

(1) To attend to parental or family responsibilities as outlined in Chapter IV of this Manual.

(2) For educational purposes (e.g., Co-op Program), when the course of study is in line with the type of work the employee performs and its completion would contribute to the best interests of the Center. In these cases, the employee is not required to exhaust all annual leave before the LWOP may be granted.

(3) Pending the initial decision by OPM on a disability retirement application, when the employee cannot be assigned limited duty, be detailed to another position, or otherwise be retained in duty status.

(4) For recovery from an illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to work would threaten the health of the employee or others.

(5) Extension of LWOP in increments of six months or less for the employee on injury compensation, when competent medical authority has provided prognosis for return to full duty by the end of the extension period.

(6) To avoid a break in service for career or career-conditional employees who are seeking other Federal employment outside the commuting area because they are dependents of transferring military personnel or Federal employees required to move on rotational assignments, transfers of function, or relocation of activity. Up to ninety days LWOP may be granted, only when the work performance of the dependent employee has been satisfactory so as to warrant continued Federal employment.

4. Mandatory Approval Of Leave Without Pay. Regulations require that LWOP be granted in the following situations when the employee has followed proper leave procedures and has provided acceptable documentation supporting the request.

a. Disabled veterans who are required to seek treatment, examination, or who are otherwise absent from duty in connection with their service-related disabilities when prior notice of the

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absence is given and a statement is provided from a medical authority that treatment is required.

b. Members of Reserve Components or the National Guard who request LWOP for absences from work for active duty, active duty for training, and inactive duty (e.g., weekend drills) when they are not entitled to use, do not request, or have exhausted military leave. (Further guidance is provided in Chapter V of this manual.)

c. Employees receiving injury compensation for a limited period of one year, only when there is a prognosis for return to duty within that time frame.

5. Controlling And Documenting LWOP. Failure to properly control and document LWOP increases operating costs and may cause administrative problems such as improper processing of personnel actions. Employees with insufficient leave to cover approved absences will automatically be charged LWOP by the NOMIS System when all leave in the appropriate category or categories is exhausted. The supervisor, as well as the employee, is responsible for knowing whether the employee has sufficient accrued leave for the category of leave requested.

a. To control unnecessary or casual use of short periods of LWOP by employees, the supervisor must ensure that any leave request for which the employee has insufficient leave reflects that LWOP will be used. That portion of the request will then be evaluated against the guidance in paragraph 3 above, with particular emphasis on the employee's efforts to conserve leave.

b. Periods of absence of more than thirty calendar days on LWOP will be documented on an SF 52, signed by the appropriate official, and forwarded to Civilian Personnel for processing. In those cases in which the LWOP was not requested and approved in advance and there has been no recent communication from the employee, the supervisor will investigate to determine the employee's intentions, length of expected action, etc.

c. The Employee Relations Division (Code 064) will monitor the overall use of LWOP and assist supervisors in investigating suspicious cases and resolving any individual problems.

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LEAVE MANUAL FOR SUPERVISORS
CHAPTER IV

LEAVE FOR PARENTAL AND FAMILY RESPONSIBILITIES

1. General

a. This Chapter provides guidance for granting leave for various types of parental and family responsibilities such as the birth of a child, adoption and foster care, child care, and the care of elderly or infirm dependents. Depending upon the reason for the absence, annual leave, sick leave, leave without pay (LWOP), or some combination thereof may be appropriate.

b. Although prolonged absences make it more difficult for an organization to reach its goals, responsiveness to the family needs of employees also works to the advantage of the organization through good morale and retention of experienced and productive employees. Management and employees, therefore, must attempt to strike a proper balance between the needs of the organization and the needs of the family through cooperation and the use of sound judgment. To facilitate this:

(1) Employees shall request leave to fulfill family responsibilities as far in advance as possible, particularly if the absence is to be a prolonged one. When medical documentation or other information is needed to support the request, it shall be submitted in a timely fashion. Of course, it is expected that all employees will attempt to conserve leave and requests for LWOP for short-term nonemergency family responsibilities will be rare.

(2) Managers and supervisors shall administer leave equitably and reasonably, using the guidance in this instruction that pertains to the type of leave requested. In those cases where approval of leave is discretionary and it's found the employee's services are vital to the organization during the period of the requested absence, the leave request may be denied. However, prior to denying the request, alternative methods of accomplishing the work and accommodating the employee's needs should be considered (e.g., use of a temporary replacement, the possibility of placing the employee on a part-time schedule, change of work assignments, etc.).

c. Temporary employees shall only be granted available sick and annual leave for maternity reasons; annual leave only shall be granted to temporaries for paternity reasons or to meet other family responsibilities requiring long-term absences from work. LWOP is not appropriate in these cases.

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d. Continued Employment

(1) Employees Returning To Work. An employee for whom extended leave has been approved is assured of continued employment unless termination is otherwise required by expiration of appointment, by reduction-in-force, for cause or for other reasons unrelated to the absence. The employee must be allowed to return to the position formerly occupied or to a position of like seniority, status, and pay.

(2) Employees Not Planning To Return To Work After Childbirth. An employee who is not planning to return to work shall submit a resignation effective the date of the expiration of her period of incapacitation. She may, however, be separated earlier for other reasons such as expiration of appointment, reduction-in-force, cause, or other reasons unrelated to the maternity absence.

2. Leave for Childbirth. Pregnancy must be treated in the same manner as any other temporary short-term disability. Sick leave is appropriate for prenatal examinations and the period of incapacitation for delivery and recuperation. If the employee has insufficient sick leave to cover the period of absence, annual leave and LWOP shall be granted, except temporary employees shall only be granted available sick and annual leave. Bargaining unit employees shall not be authorized LWOP until all available sick and annual leave has been exhausted.

a. The employee shall:

(1) Advise supervision as soon as she is reasonably certain she is pregnant and submit a request for maternity leave. The request will be in writing to the Department Director via her immediate supervisor and will include a physician's statement indicating the expected dates of delivery and recuperation and any complications that might be aggravated by continued employment.

(2) Report immediately to the Medical Officer, via her supervisor, so any steps necessary to protect her health and the health of the unborn child can be taken. The employee shall also report for all follow-up examinations scheduled by Medical.

(3) Submit a physician's statement to the Medical Officer with the expected date of delivery and any conditions which might affect their general health.

(4) Advise Medical Department immediately of any conditions or complications arising after original physician's statement is provided.

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b. The supervisor shall:

(1) Notify Medical Department promptly when an employee reports she is pregnant.

(2) If current working conditions are considered unsuitable, make reasonable efforts to temporarily assign the employee to work for which she is qualified.

(3) Whenever it is necessary to change the work assignment of a pregnant employee, review the physical requirements of the new assignment with Medical Department to assure her health is not jeopardized.

(4) If suitable assignment is not available, work with Medical and Civilian Personnel Department to determine the proper course of action.

(5) Assign pregnant employees to the day shift when possible.

c. The Medical Department shall:

(1) Review the work operation, environmental and functional factors of the job to determine whether the employee may safely continue in the job and, if not, recommend suitable types of work.

(2) Schedule regular checkups for pregnant employees in compliance with Occupational Health Manual.

(3) Disapprove the hiring of woman known to be pregnant in a job with prohibitive physical requirements or factors that could be harmful to the mother or unborn child.

(4) Require personal physician's statement in cases where there is reason to believe employee or prospective employee is pregnant.

d. The Civilian Personnel Department shall:

(1) Include in new employee orientation and periodically publicize by articles in Center newspapers, the requirements for prompt reporting of pregnancy, stressing the need to safeguard the health of the mother and unborn child.

(2) In cooperation with the Medical Department and supervisory personnel, reassign or detail employees when job factors could be harmful to the mother or unborn child. Review is made to determine what duties employee is qualified to

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perform. NOTE: If it is not feasible to reassign or detail, the employee may be placed on leave, or in the case of a temporary, may be terminated, after annual leave and sick leave are exhausted.

e. The Department Director shall:

(1) Review leave requests and give the employee a written response to the request.

3. Infant Care And Paternity Leave. A new mother may need time beyond recuperation to adjust to the baby or make child care arrangements. Also, additional responsibilities may fall upon the father who may be needed at home during and after the mother's hospitalization to care for her and the infant, to help with household duties, or to care for other children.

a. Annual leave and LWOP are appropriate for these reasons, except temporary employees shall only be granted available annual leave.

b. Expectant mothers' requests for additional time off following recuperation should be submitted with the initial requests for maternity leave.

c. Leave for paternity reasons shall be requested using the procedures set forth for annual leave and/or LWOP, as appropriate. The request should be submitted in writing as soon as the employee has decided the absence is necessary. The request should indicate the type(s) of leave requested and the approximate dates of the absence.

4. Leave For Adoption And Foster Care. Adoption may be a long and arduous process for a prospective parent. In some cases the adoptive parent must make a commitment to stay home with the adopted child for the first few months. As with adoptive parents, foster parents may also have to commit time at home to facilitate the initial adjustment of the children placed in their care. Those employees who take on the enormous responsibility of adopting or fostering children with mental or physical handicaps may need even more support and encouragement than parents of children who are not disadvantaged. Adoptive and foster parents shall be given the same consideration as natural parents in meeting their parental responsibilities.

a. Annual leave and LWOP are appropriate for absences related to the adoption, placement in foster care, and initial periods of adjustment, except that temporary employees shall only be granted available annual leave.

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b. Leave shall be requested using the procedures set forth for annual leave and/or LWOP, as appropriate. The request should be submitted in writing as early as possible and should indicate the type(s) of leave requested and the approximate dates of the absence if firm dates cannot be provided.

5. Leave For Care Of Elderly Parents And Other Dependents.
There will be times when employees will need time off to attend to the medical and personal needs of elderly and infirm family members, or to take care of a family member during a recuperation period after an accident or hospitalization. Annual leave and leave without pay may be used for this purpose when requested and granted using the procedures in Chapter I or III as appropriate. In cases where an extended absence may be required, the employee should advise supervision at the earliest possible date and provide any information or medical documentation needed by management to reach a decision on the leave request.

LEAVE MANUAL FOR SUPERVISORS
CHAPTER V
MILITARY LEAVE

1. General. Military leave is absence with pay granted to eligible employees for performance of active duty or active duty for training as a member of the National Guard or Reserve component of the Armed Forces.

2. Eligibility. To be eligible for military leave, the employee must be a member of the National Guard or Reserves; must be serving in a permanent, temporary indefinite, temporary appointment pending establishment of a register, or term appointment; and must be under official orders to engage in active duty or active duty for training.

3. Earning Rates

a. Full-time eligible employees are entitled to fifteen calendar days per fiscal year.

b. Part-time eligible employees are entitled to a percentage of the full-time earning rate, which is determined by dividing 40 into the number of hours in the employee's regularly scheduled workweek.

c. Employees who do not use all their military leave during the fiscal year may carry up to fifteen days of their accumulated leave into the next fiscal year. However, accumulated and accrued military leave may never total more than thirty days in any fiscal year.

4. Types Of Military Duty Not Covered

a. Employees are not eligible for military leave unless the active duty is as a Reservist or member of the National Guard. This excludes such services as:

(1) Summer training as members of Reserve Officers' Training Corps.

(2) Temporary Coast Guard Reserve.

(3) Participation in parades by members of the State National Guard.

(4) Training with a state guard or other state military organization.

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(5) Weekend drills or weekend training. Employees will be granted annual leave or leave without pay to attend weekend drills or weekend training (Comp. Gen. Decision B-188145).

5. Granting Military Leave. Subsection 6323(a)(1) of 5 USC provides that upon request and presentation of official order to active duty or active duty for training, an employee who is a Reservist or member of the National Guard shall be granted military leave in the amount to which entitled. If the employee is not entitled to or has exhausted his or her military leave, annual leave shall be granted; if the employee does not have sufficient annual leave to cover the period of absence or does not wish to use annual leave, LWOP must be granted.

a. Computation. Nonworkdays within a period of absence on active military duty are charged against the military leave. However, nonworkdays at the beginning or end of the military duty are not charged. Employees who have separate sets of orders (or whose orders cover separate periods of time) with return to civilian status between the times covered by the order, are not charged military leave during the times they are returned to civilian status. Military leave is chargeable only for time in military status.

b. Requests. Employees shall request military leave as far in advance as circumstances permit by submitting a memo or SF 71 to the immediate supervisor. The employee shall provide supervision with a copy of the official order to active duty or active duty for training as soon as possible after receipt. This copy will be forwarded to Comptroller (021) for retention in the employee's payroll jacket.

c. Substantiation. After return to duty, the employee must submit to his/her supervisor a certificate signed by the Commanding Officer or authorized representative showing number of days employee engaged in training or active duty. This certificate will be forwarded to Comptroller (021) to support the military leave and will be filed in the employee's payroll jacket.

6. Excused Absence. The use of excused absence without charge to leave may not be used to increase the number of days an employee is excused for the purpose of participating in Reserve or National Guard activities which are otherwise covered by military leave.

7. Additional Military Leave For Law Enforcement. Subsection 6323(b) of 5 USC authorizes leave for up to 22 workdays in a calendar year to a reservist or National

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Guardsmen who are called to duty under certain conditions for the purpose of providing military aid to enforce the law, as in a riot or to prevent looting following a natural disaster. Approval of this grant is nondiscretionary. Law enforcement leave is not subject to accumulation beyond the year in which it is earned.

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LEAVE MANUAL FOR SUPERVISORS
CHAPTER VI
COURT LEAVE

1. Definition. Court leave is the authorized absence, without charge to leave or loss of pay, of an employee from work status for jury duty, or for attending court proceedings in a nonofficial capacity as a witness on behalf of a state or local government.

2. Jury Service

a. Policy. Release from jury duty will not be requested except in unusual situations when the employee's services are absolutely necessary to meet critical deadlines.

b. Eligibility. Both permanent and temporary employees are entitled to court leave, except for those employed on an intermittent basis. A night shift employee who performs jury service during the day is granted court leave for regularly scheduled night tour of duty and is entitled to the night shift differential. An employee on leave without pay, although otherwise eligible, may not be granted court leave when called to jury duty during the nonpay status.

c. Procedures

(1) Employee shall present the notification to serve as juror to the supervisor prior to beginning jury duty.

(2) Supervisor shall place the employee on court leave for all hours of basic work week during which the employee is serving jury duty.

(3) On completion of jury duty, the employee must collect all fees and allowances payable for the jury service and obtain from the court clerk a statement of the days on which employee had jury duty.

(4) When the employee returns to work, his/her supervisor shall verify that all days charged to court leave were appropriate as evidenced by the statement from the Court Clerk. He/she will instruct the employee to take the statement and all fees to the Disbursing Office, Comptroller Department. Employees are allowed to retain travel expense fees.

3. Witness

a. Eligibility. Both permanent and temporary employees are eligible except those employed on an intermittent basis.

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Employees on leave without pay are not eligible while in nonpay status.

b. Witnesses In Official Capacity. When an employee is summoned or assigned by NAVWPNSUPPCEN Crane to testify in an official capacity or to produce official records, the employee is on official duty and entitled to regular pay without regard to any entitlement to court leave.

c. Witnesses In Nonofficial Capacity

(1) An employee summoned in a judicial proceeding to testify in a nonofficial capacity on behalf of a state or local government is entitled to court leave. When summoned to testify on behalf of the U.S. Government, the employee is on official duty.

(2) When the witness's service in a nonofficial capacity is performed on behalf of a private party, the employee's absence must be charged to annual leave or leave without pay unless a party in the proceeding is the United States, the District of Columbia, or a state or local government.

d. Procedures. The same procedures outlined in paragraph 2 of this chapter also apply when serving as a witness.

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LEAVE MANUAL FOR SUPERVISORS
CHAPTER VII
EXCUSED ABSENCE

1. General. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. When a grant of excused absence is appropriate for employees authorized to work full flexitime, the basic workday schedule (0730-1600) will be used as a point of reference for determining the amount of excused absence to be granted; for employees on limited flexitime, the latest hour the employee may report to work will be used as the reference point (e.g., if the limited flexitime schedule allows employees to report to work between 0630-0700, 0700-1530 will be used). It should be noted that the basic workday schedule for employees on fixed shifts will be used when determining the amount of excused absence to be granted.

2. Administrative Excusal Of Employees By Department Directors

a. Registration And Voting. In counties where absentee ballot is not permitted and where the polls are not open at least two hours before or after an employee's regular hours of work, excused leave may be granted in an amount that will permit reporting for work two hours after the polls open or leaving work two hours before the polls close, whichever requires the lesser amount of time off. Advice from the Employee Relations Division (Code 064) should be sought before allowing excused time for this purpose.

b. Blood Donation. Employees who serve as blood donors will be excused from work without charge to leave for the time necessary to donate blood and for recuperation following blood donation. Maximum excused leave time shall not exceed four hours unless factors of unusual distance or travel or abnormal recuperation problems occur; time not to exceed one day may be granted in these exceptions.

c. Civil Defense Activities. Employees who participate in Federally recognized civil defense programs may be excused for a reasonable amount of time without charge to leave up to a maximum of 40 hours in any calendar year. Advice from the Employee Relations Division (Code 064) should be sought before granting excused time for this purpose.

d. Participation In Military Funerals. All employees who are veterans may be excused, up to four hours, to participate as active pallbearers or as members of firing squads, or guards of honor in funeral ceremonies for members of the Armed Forces

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whose remains are returned from abroad for final interment in the United States.

e. Absence In Connection With Funerals Of Immediate Relatives In Armed Forces. Employees will be granted up to three days excused leave to arrange and attend the funeral of, or memorial service for, an immediate relative who died as a result of wounds, disease, or injury while serving as a member of the Armed Forces in a combat zone. "Immediate relative" means the following relatives of the deceased member of the Armed Forces: (1) spouse and parents thereof; (2) children, including adopted children, and their spouses; (3) parents, (4) brothers and sisters and their spouses; and (5) any individual related by blood or affinity whose close association with the deceased was such as to have been the equivalent of a family relationship. Employees will request such leave on SF71 or in a memorandum and will forward such request to the Department Director via Code 064.

f. Taking Examinations. Employee will be excused for the purpose of interviews or tests required under the Navy Merit Staffing Program if the competition is for positions at NAVWPNSUPPCEN Crane serviced activities.

g. After Prolonged Overtime Or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining the amount of time to be allowed, the adverse effect on work performance, health, or well being, and any safety hazard which might result from the working while fatigued, should be considered. Excusal under this authority will not normally exceed 4 hours.

h. Processing Time For Transfer Within CONUS And To Or From Overseas. An employee may be excused for a reasonable amount of time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U.S. Government, provided such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangements for the packing and unpacking of household goods and obtaining drivers license, auto tags, and passports.

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3. Administrative Dismissal Of Employees By Commanding Officer

a. Extreme Weather Conditions. Excusal for this purpose shall be confined to emergency situations, such as severe snow storms, icy road conditions, floods, etc. When such situations occur, the Commanding Officer will determine the need for early dismissals or closure based upon existing conditions. Reference (e) outlines the procedures that will be followed in these situations. When inclement weather or road conditions cause State or County authorities to close a major Center access road to traffic which results in an employee being late for work, the employee may submit a written request for administrative leave to the department director via his/her immediate supervisor. The amount of time to be granted, if any, will be based upon all the circumstances related to the road closure.

LEAVE MANUAL FOR SUPERVISORS
CHAPTER VIII
VOLUNTARY LEAVE TRANSFER PROGRAM

1. General. In accordance with PL 100-566, the Office of Personnel Management (OPM) has established a five year experimental program under which the unused accrued annual leave of Federal Government employees may be transferred for use by other employees who need such leave because of a medical or family medical emergency.

2. Definitions

a. Medical Emergency. A medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for at least ten work days and will result in a substantial loss of income to the employee because of the unavailability of paid leave.

b. Family Member. The following relatives of the employee:

- (1) Spouse, and parents thereof;
- (2) Children, including adopted children, and spouses thereof;
- (3) Parents;
- (4) Brothers and sisters, and spouses thereof; and

(5) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

c. Leave Recipient. A current employee for whom management has approved an application to receive annual leave from the annual leave account of one or more leave donors.

d. Leave Donor. An employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by management.

3. Application to Become a Leave Recipient

a. An employee or family member of such employee who has been affected by a medical emergency and expects to be in a leave without pay status for at least 80 hours, may make written application to their Division Manager to become a leave recipient. If the potential recipient is not capable of making

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application on his or her behalf, a personal representative of the leave recipient may make written application on his or her behalf.

b. Managers shall review applications to determine that the potential leave recipient has been affected by a medical or family medical emergency and that the absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 80 hours.

c. Managers shall notify the recipient, by memo, as soon as possible but within ten days (excluding Saturdays, Sundays, and legal public holidays) of the following:

(1) Whether application is approved or disapproved.

(2) Recipient's responsibility to provide documentation monthly (unless a more frequent time period is determined by the manager to be necessary) to support the continuation of the medical emergency.

(3) Conditions under which the medical emergency terminates.

(4) If the potential leave recipient's application is disapproved, list the reasons for the disapproval and grievance rights.

d. If the recipient requests, in writing, that other employees be solicited to donate leave, a copy of the recipient's application should be forwarded to Code 065 for appropriate action.

4. Application to Become a Leave Donor

a. Employees within Naval Weapons Support Center Crane (NWSCC) or Crane Army Ammunition Activity (CAAA) may submit an application to become a leave donor to his/her supervisor specifying the number of hours (not less than one hour) that may be transferred from his/her annual leave account to the annual leave account of a specified approved leave recipient.

b. Supervisors shall review the application from the potential donor and shall ensure that:

(1) Annual leave is available to be transferred;

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(2) The amount of leave requested for transfer does not exceed, except in unusual circumstances, more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; and

(3) That the leave recipient is not the leave donor's immediate supervisor.

c. The leave donor shall be notified, in writing, of the disposition of his or her application by the supervisor.

(1) If the leave donor's application is approved, he or she shall be notified in writing of:

(a) The limitations on donation of annual leave;

(b) The number of hours of his or her annual leave which will be transferred; and

(c) His or her entitlement to have a portion of the unused transferred annual leave restored to his or her annual leave account at the termination of the recipient's medical emergency.

(2) If the leave donor's application is disapproved, he or she shall be notified, in writing, of the reason for the disapproval and of his or her grievance rights.

(3) Upon approval, supervisors should forward all leave donor applications to Code 065. Code 065 will assure that the necessary documentation is in order before forwarding to the Payroll Branch (Code 0214).

5. Transfer of Annual Leave To and From Other Agencies

a. Donations of annual leave will be accepted from donors employed by other activities or agencies when:

(1) A family member of a leave recipient is employed by another agency and requests the transfer of annual leave to the leave recipient;

(2) The amount of annual leave transferred from leave donors employed by the leave recipient's employing agency may not be sufficient to meet the needs of the leave recipient; or

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(3) In management's judgment, the acceptance of leave transferred from another agency would further the purpose of the Voluntary Leave Transfer Program.

6. Retroactive Substitution of Transferred Leave. Transferred annual leave may be substituted retroactively for periods of leave without pay (LWOP) or used to liquidate an indebtedness for advance annual or sick leave granted within one year to the date of the leave recipient's application for leave transfer.

7. Accrual of Annual and Sick Leave. The maximum amount of annual or sick leave that may be accrued by an employee while in a transferred leave status in connection with a particular medical emergency may not exceed 40 hours or 5 days. Any annual or sick leave accrued by an employee:

a. Shall be credited to separate leave accounts for annual and sick leave accrued by an employee while in a transferred leave status.

b. Shall not become available for use by the employee until the termination of the medical emergency.

8. Termination of Medical Emergency. Upon termination of a leave recipient's medical emergency, the recipient's Division Manager shall notify, in writing, Code 065 of the termination of the medical emergency so that Code 065 can promptly notify the Payroll Branch.

9. Restoration of Transferred Annual Leave. Upon termination of the recipient's medical emergency, any transferred annual leave remaining to the credit of a leave recipient shall be restored to the annual leave account of leave donors currently employed by a Federal agency. Restoration will be in accordance with a formula outlined in Office of Personnel Management (OPM) regulations. The minimum amount of leave which may be restored is one hour.